

STATEMENT OF WORK (SOW) ADDENDUM

Addendum No.: 1

Date of Addendum: November 10, 2011

Due Date, Time: November 16, 2011; 2:00 p.m. CST

Revised Date, Time: December 16, 2011; 2:00 p.m. CST

Agency: Dept. of Public Safety

Reference No.: OET Cert. #2796

Title: Risk Assessment and Mitigation Plan for the MNLARS Project

SCOPE OF ADDENDUM

The followings are changes to the SOW: Revised deadline date proposal responses.

This addendum shall become part of the SOW and may be returned with, or acknowledged in, the response to the SOW.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE:

STATEMENT OF WORK (SOW) ADDENDUM

Addendum No.: 2

Date of Addendum: November 15, 2011

Due Date, Time: November 16, 2011; 2:00 p.m. CST

Revised Date, Time: December 16, 2011; 2:00 p.m. CST

Agency: Dept. of Public Safety

Reference No.: OET Cert. #2796

Title: Risk Assessment and Mitigation Plan for the MNLARS Project

SCOPE OF ADDENDUM

The followings are changes to the SOW: Revised deadline dates for submitting questions and answers for the Statement of Work.

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Questions

Questions regarding this SOW should be emailed directly to Patrick Obele at the e-mail address provided below. **Reference “*MNLARS Risk Assessment Statement of Work*” in the subject title.** Questions should be received by Patrick Obele no later than 2:00 p.m. Central Standard Time on November ~~10~~17, 2011. Questions received after this time may not receive responses. Questions and answers are anticipated to be posted on the Office of Enterprise Technology’s (OET) web site by 4:00 p.m. Central Standard Time on November ~~14~~21, 2011 at (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

This addendum shall become part of the SOW and may be returned with, or acknowledged in, the response to the SOW.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE:

STATEMENT OF WORK (SOW) ADDENDUM

Addendum No.: 3

Date of Addendum: November 20, 2011

Due Date, Time: November 16, 2011; 2:00 p.m. CST

Revised Date, Time: December 16, 2011; 2:00 p.m. CST

Agency: Dept. of Public Safety

Reference No.: OET Cert. #2796

Title: Risk Assessment and Mitigation Plan for the MNLARS Project

SCOPE OF ADDENDUM

The following are answers to questions received to the SOW:

Questions for Project:

1. Q: What is the expected start date and duration for this project?

A: The expected start date for this project is January 3. The duration of the project should not exceed three months.

2. Q: What is the budget amount that DPS has established for the Risk Assessment and Mitigation Plan Project?

A: The State chooses not to answer this question.

3. Q: Is this a Firm Fixed Price contract or a Time and Material contract?

A: This contract is a Fixed Price contract.

4. Q: What is the anticipated payment schedule for the project?

A: The anticipated payment schedule for this project is monthly.

5. Q: Are there any constraints as to when the deliverables for this project are due? For example, does the risk mitigation plan have to be completed and approved within a certain timeframe from the start date?

A: See response to question 1.

6. Q: It is our understanding that the winning vendor will prepare the risk mitigation plan, establish and rate initial risks with mitigation strategies but will NOT participate in the ongoing risk assessment and mitigation for the Minnesota Licensing and Registration System (MNLARS) project. Is this understanding correct?

A: Yes, this understanding is correct.

7. Q: Is risk monitoring for the life of the MNLARS project or only risk monitoring for the planning piece included in the scope of this Risk Assessment project?

A: The risk monitoring for the planning piece is the limit of the scope of this Risk Assessment project.

8. Q: Who/what organizations are the key stakeholders for the MNLARS Project? Total number of stakeholders? Location of stakeholders?

A: The vendor with the winning bid for this statement of work will be provided with this information during project startup.

9. Q: On page 5 of the SOW the statement “The vendor awarded this engagement cannot be connected in any way to any part of the DPS’s systems or programs”. Can you clarify what you mean by that? Do you mean that the vendor cannot be connected to the System Vendor that you are currently in negotiations with? Or that in the course of this project the vendor will not have access to existing systems to work on the Risk Assessment?

A: The vendor awarded this engagement may not have a relationship with any other parties involved in the procurement of the MNLARS System Vendor.

10. Q: How will the awarded vendor access the information necessary for the completion of the Risk Assessment project? What systems will they be able to access?

A: Information will be provided in the appropriate manner including but not limited to the system access.

11. Q: Will the DPS supply a work space and computer to the awarded vendor?

A: Yes, DPS will supply the necessary workspace and computer to the awarded vendor.

12. Q: Is there a date by which the State expects a complete Risk Assessment and Mitigation Plan for the MNLARS Project?

A: See response to question 1.

13. Q: Who or which office will manage the project for the State?

A: This project will be managed by the MNLARS Project Director or designee.

14. Q: What role will the State's Office for Enterprise Technology play in the project?

A: Currently, the State's Office of Enterprise Technology is acting in advisory capacity.

15. Q: Is the contract being negotiated with the MNLARS vendor the first attempt to design and implement MNLARS in the last 5 years? If not, what information or documents can be provided about attempts within the last 5 years to modernize DVS license, registration and title systems?

A: Yes, the contract being negotiated with the MNLARS vendor is the first attempt to design and implement MNLARS in the last 5 years.

16. Q: Does the State have, and will it provide before bids for this RFP are due, an existing list of MNLARS stakeholders?

A: See response to question 8.

17. Q: Will the State make available to bidders on this RFP the bid of the vendor selected to design and implement MNLARS?

A: The State is still in the procurement process for the MNLARS System Vendor. All procurement related information, including proposals, is non-public at this time.

18. Q: How many vendors have been selected to design and implement MNLARS? Is there a single software and hardware vendor?

A: See response to question 17.

19. Q: Page 8 – item 5. “Terms, Conditions, and Engagement Cost Estimate” stipulates that the “overall cost estimate” be provided. This information is part of the Business Proposal. On Page 9 – Cost Proposal instructions state that vendors are to provide only hourly rates of each individual planned for the project. What proposal (business or cost) should vendors provide the overall cost estimate and in what format?

A: The State has not defined the format for the cost proposal. Refer to the Cost Proposal section in the Statement of Work. The cost proposal must include the hourly rates of each proposed individual. The cost proposal must include the overall cost of the project.